Commission Representative (Part Time / Contractual)

POSITION DESCRIPTION: The Accrediting Council for Continuing Education & Training (ACCET), continuously recognized by the United States Department of Education as a valid and reliable authority on the assessment of education quality since 1978, is seeking qualified candidates who have the knowledge, skills, and capabilities needed for part-time, contractual work (1099) as part of the evaluation of higher education institutions in the accreditation process.

ACCET has a diverse institutional membership, including: Intensive English Programs (IEPs), Postsecondary Career/Vocational Colleges, Trade and Professional Associations, Corporate Training Departments, Religious and Ethical Societies, Public Affairs and Cultural Societies, Social Science, Volunteer, and Personal/Professional Development Organizations.

Primary responsibilities involve:
(1) virtual and on-site team evaluation visits (travel required) and (2) technical assistance to ACCET membership.

Virtual and On-Site Team Evaluation Visits:
• Organize, facilitate, and participate on team evaluation virtual and on-site visits to institutions seeking accreditation. Travel required (approx. 25% - 35% of time). Visits scheduled three times a year (January/February, May/June, and September/October).
• Schedule, arrange travel/accommodations, and assist the teams of volunteer evaluators (Curriculum and Management Specialists).
• Conduct orientations with institutions in advance of evaluation visits.
• Draft, consolidate, and edit team visit reports for review by the ACCET Commission.

Technical Assistance:
• Provide technical assistance to applicants and members on matters related to ACCET standards and policies.

MINIMUM QUALIFICATIONS:
• Bachelor’s degree and work experience in a school, ideally a private postsecondary institution. Prefer experience and/or degree in higher education, curriculum development, financial aid/accounting/business, or accreditation.

• Excellent writing skills and attention to detail required to: (1) review documents for compliance with ACCET standards, (2) write team visit reports, and (3) compile information from evaluation visits.

• Excellent organizational and interpersonal skills as well as reliability, diplomacy, and enthusiasm.

• Valid driver’s license and ability to transport teams in rental cars.

COMPENSATION: Hourly rate for each completed virtual and on-site visit depends upon experience.

SEND RESUME, COVER LETTER, & SALARY REQUIREMENTS TO: Kate Zulaski, kate@accet.org